

Policy: 4661 Procedure: 4661.03

Chapter: Community Services

Rule: Contractor's Incident Reports

Effective: 10/17/06 Replaces: 4661.04 Dated: 06/28/06

Purpose:

An incident report shall be written by any Human Services Contractor employee witnessing or having knowledge of a reportable incident.

Rules:

- 1. A reportable incident is defined as any of the following incident types:
 - a. Death;
 - b. Use of restraint or physical force;
 - c. A medical emergency necessitating attention by a physician or a medical facility;
 - d. Sexual activity, allegations of physical or sexual abuse in any form;
 - e. Any unusual or serious incident that may be newsworthy or politically sensitive involving juveniles, personnel, facility, and/or the community;
 - f. Homicidal threats toward others or suicidal ideations;
 - g. Law enforcement contact and/or an arrest;
 - h. Weapons violations;
 - i. Absence Without Authorized Leave (AWOL) or runaway;
 - j. Assault, fighting, or physical aggression;
 - k. Property damage;
 - I. Theft:
 - m. Substance abuse possession or paraphernalia;
 - n. Other criminal activity.
- 2. Without exception and within two hours of a reportable incident, the **HUMAN SERVICES CONTRACTOR EMPLOYEE** shall make a verbal notification to the ADJC Community Services
 Division at (602) 542-4157. When making the verbal notification, the following information is required:
 - a. Contractor's name and site location;
 - b. Name of the employee making notification;
 - c. Juvenile's name and K number;
 - d. Parole Officer's/Case Manager's name;
 - e. Date and time of incident;
 - f. A call back telephone number;
 - g. A brief description of incident.
- 3. The **HUMAN SERVICES CONTRACTOR EMPLOYEE** shall submit a written report to the ADJC Community Services Division, fax number (602)542-4108, and to the Parole Officer/Case Manager of the juvenile within 72 hours, including weekends and holidays. The written report shall include, but not be limited to, the following information:
 - a. Contractor' name and the exact physical location;
 - b. Employee' name completing report;
 - c. Juvenile' name and K number;
 - d. Date, time, and location of incident;
 - e. Parole Officer'/Case Manager' name:
 - f. Description of the incident to include environment, incident and follow-up;
 - g. Any additional information, as requested by ADJC Community Services personnel;
 - h. Human Services Contractor's Supervisor approval and signature.

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- 4. The **HUMAN SERVICES CONTRACTOR EMPLOYEE** shall submit incident reports requiring special or additional information as follows:
 - a. An incident of restraint or emergency situation in accordance with <u>4661.05</u> Emergency Safety Control at Contractor Agency Facilities procedure;
 - b. All allegations of criminal activity which require referral to the local law enforcement agency;
 - c. Any allegation of criminal activity involving contractor employee or felony criminal activity involving any juvenile must be reported immediately. The incident report shall include the law enforcement agency's name, their report number, and responding officer's name.

| Effective Date: | Approved by Process Owner: | Review Date: | Reviewed By: |
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